

PERSONNEL**Volunteers**

The need for volunteers is determined by the professional staff member and requires approval by the building principal. Individuals representing a non-school group (religious, political, etc.) meeting with a selected group of students related to that non-school group are not considered volunteers (see Policy & Procedure 4200, *Visitors*).

1.0 Responsibility

Volunteers will complete a volunteer application and disclosure form annually. Volunteers may not have direct responsibility for or supervision of student instruction or activities, but must always work under the supervision of a professional staff member. Student evaluation and grades must be the responsibility of the supervising teacher.

2.0 Definitions

- 2.1 Volunteers are defined as lay members of the community who assist the professional staff. Volunteers do not receive remuneration.
- 2.2 Regularly Scheduled Volunteers are defined as those parents or other community members who provide ongoing assistance on a scheduled basis or those who assist on any field trip. “Ongoing” means three or more occasions during the school year, and “scheduled” means that the assistance is provided at a specific time agreed upon by the volunteer and the staff member. Examples might be assisting once a week in a teacher’s classroom, listening to children read on a scheduled basis, or scheduled tutoring.
- 2.3 Disclosure Statement: Depending on the nature of the assistance needed by a staff member, regularly scheduled volunteers may have unsupervised access to children less than 16 years of age or to developmentally disabled persons during the course of their involvement with the district, under circumstances where such access will or may involve groups of:
 - 2.3.1 five or fewer children under 12 years of age,
 - 2.3.2 three or fewer children between 12 and 16 years of age, or
 - 2.3.3 developmentally disabled persons.

For these reasons, and for the protection of the children, the volunteer, and the school district, all regularly scheduled volunteers are required to complete a disclosure statement before their volunteer duties may begin.

The disclosure process involves completion of a disclosure form by the prospective volunteer, and a criminal background check from the Washington State Patrol. Once cleared by the State Patrol, the applicant’s name will be added to the district’s volunteer list. Volunteers will complete a volunteer application and disclosure form annually.

If the State Patrols’ criminal identification system discloses convictions that preclude an applicant from being added to the volunteer list, the individual shall be notified in writing by the district and shall receive a copy of the State Patrol’s response. Appeals of the district’s decision in such matters may be made to the superintendent and will be considered on a case by case basis.

In addition to using regularly scheduled volunteers, teachers or other professional staff members may choose to utilize the help of volunteers on an infrequent (less than three occasions per school year) basis. Examples of such assistance might be helping with a classroom party, with a field day, or with some other event occurring at the school

site. Such volunteers do not provide assistance on a regularly scheduled basis and ordinarily will not have unsupervised access to children less than 16 years of age or to developmentally disabled persons. If the professional staff member anticipates that the need will arise for the volunteer to have unsupervised access to children, the volunteer shall be considered a “regularly scheduled” volunteer and will need to complete the disclosure process as explained above.

Volunteers who have not been cleared by the State Patrol may still provide assistance, at the discretion of the staff member and principal, but shall not have unsupervised access to children.

3.0 Volunteers will:

3.1 Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services will be rendered under the supervision of certificated staff;

3.2 Refrain from discussing the performance or actions of a student except with the student's teacher, counselor or principal;

3.3 Refer to a regular staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature;

3.4 Receive such information as:

3.4.1 General job responsibilities and limitations;

3.4.2 Information about school facilities, routines and procedures;

3.4.3 Work schedule and place of work; and

3.4.4 Expected relationship to the regular staff;

3.5 Volunteers will be provided appropriate training at the building level, consistent with their tasks and existing district standards. This training will be developed under the leadership of the principal in consultation with a district supervisor;

3.6 Examples of suggested duties for volunteers may include:

- Bulletin boards;
- Preparation of materials for art, science, math classes;
- Office support duties
- Clean up activities,
- Library and audio visual duties;
- Assistance with physical education exercises;
- Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading and others;
- Vision and hearing testing and approved medical surveys;
- School activities supervision; and
- Playground supervision with a staff member;

3.7 Have their services terminated for these and other reasons:

3.7.1 Program and/or duties completed;

3.7.2 Resignation of the volunteer;

3.7.3 Replacement by paid staff member; and

3.7.4 Circumstances which in the judgment of the administration may necessitate asking the volunteer to terminate services.

Legal References:

RCW 43.43.830-840 Washington State Criminal Code Records
WAC 446-20-285 Employment—Conviction Records

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